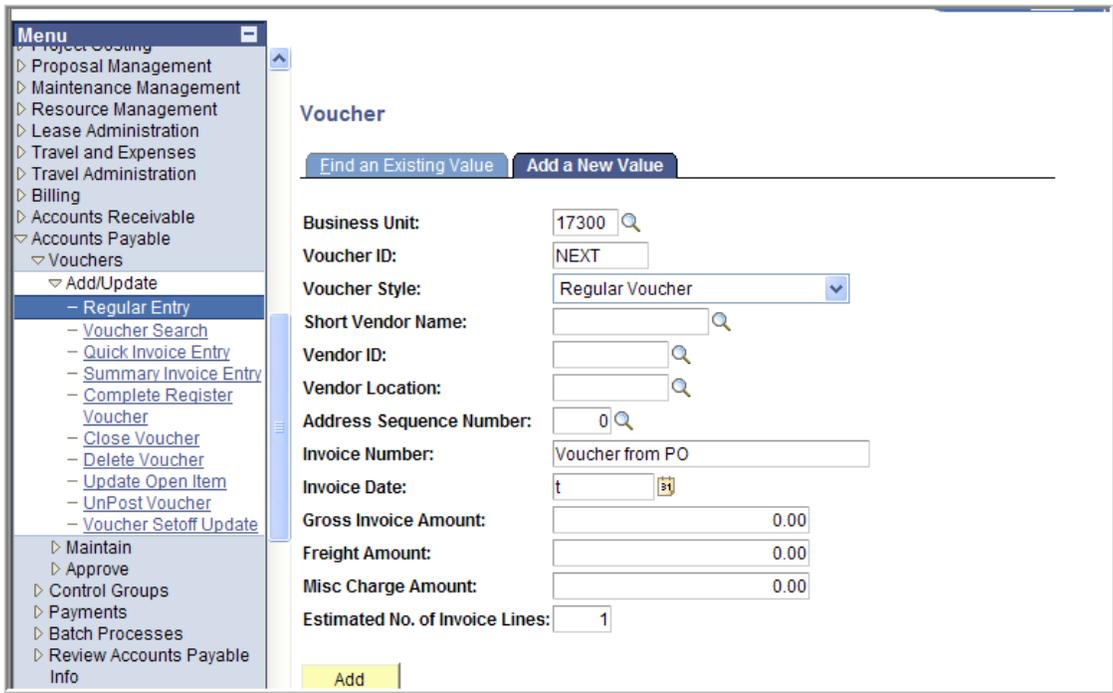
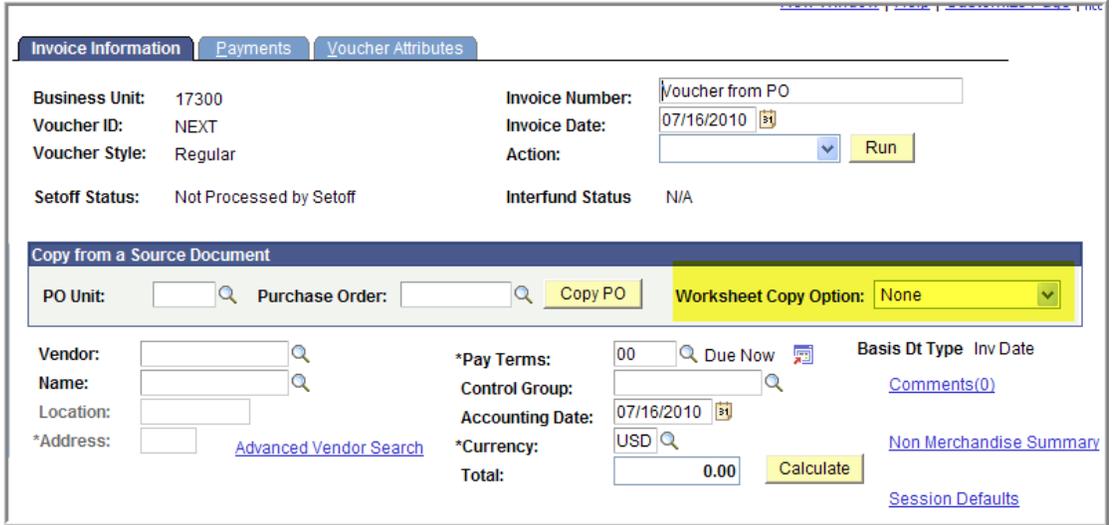
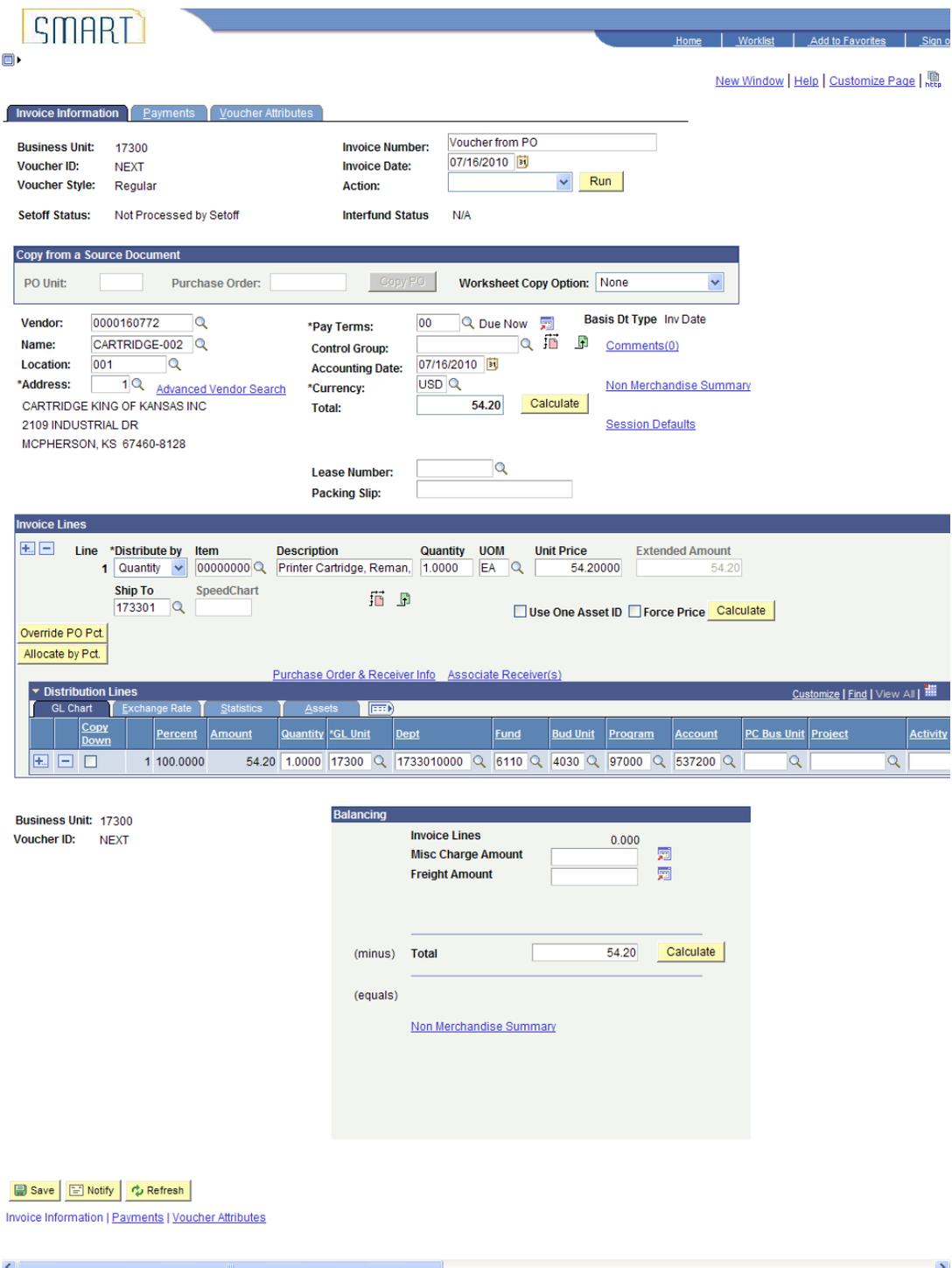


Step	Action
1	<p>Navigate to: Accounts Payable, Voucher, Add/Update, Regular Entry – Add a New Value tab</p> <p>Add a new voucher. When you are going to copy from a Purchase Order it is preferred to leave the vendor and Gross Invoice Amount fields blank.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div>
2	<p>On the Invoice Information tab, select “Purchase Order Only” from the drop down list next to the Worksheet Copy Option field</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div>

Step	Action
3	<p>Enter your PO Business Unit and click the magnifying glass to look up the appropriate Purchase order number and click the search button.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p><b>Copy Worksheet</b></p> <p>Unit: 17300    Voucher: NEXT <span style="float: right;"><a href="#">Back to Invoice</a></span></p> <p><b>PO Lookup Criteria</b></p> <p>PO Business Unit: <input type="text" value="17300"/> <input type="button" value="Q"/> <input type="checkbox"/> View Matched /Cancelled Only</p> <p>PO Number From: <input type="text"/> <input type="button" value="Q"/>      PO Number To: <input type="text"/></p> <p>PO Line Number From: <input type="text"/>      PO Line Number To: <input type="text"/> <span style="float: right;">Main Content</span></p> <p>*PO Date Option: <input type="button" value="No Date"/> <input type="button" value="v"/>      PO Date: <input type="text"/> <input type="button" value="B"/></p> <p><b>Additional Search Criteria</b></p> <p>Max Rows to Return: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Copy Selected Lines"/> <input type="button" value="Reset"/> <input checked="" type="checkbox"/> <a href="#">Select All</a> <input type="checkbox"/> <a href="#">Clear All</a></p> </div>

4	<p>Click the check box next to each line you would like to copy into the voucher. Quantities and or amounts (if it was an amount only Purchase Order) can be changed on this page and populated to the voucher. Please make sure to scroll over to the far right of the screen to make sure that you are viewing/selecting all lines on the purchase order. Once all lines are selected, click on the Copy Selected Lines button.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p><b>Copy Worksheet</b></p> <p>Unit: 17300    Voucher: NEXT <span style="float: right;"><a href="#">Back to Invoice</a></span></p> <p><b>PO Lookup Criteria</b></p> <p>PO Business Unit: <input type="text" value="17300"/> <input type="button" value="Q"/> Department of Administration <input type="checkbox"/> View Matched /Cancelled Only</p> <p>PO Number From: <input type="text" value="0000000015"/> <input type="button" value="Q"/>      PO Number To: <input type="text"/> <input type="button" value="Q"/></p> <p>PO Line Number From: <input type="text"/> <input type="button" value="Q"/>      PO Line Number To: <input type="text"/> <input type="button" value="Q"/></p> <p>*PO Date Option: <input type="button" value="No Date"/> <input type="button" value="v"/>      PO Date: <input type="text"/> <input type="button" value="B"/></p> <p><b>Additional Search Criteria</b></p> <p>Max Rows to Return: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Copy Selected Lines"/> <input type="button" value="Reset"/> <input checked="" type="checkbox"/> <a href="#">Select All</a> <input type="checkbox"/> <a href="#">Clear All</a></p> <p>Select PO Lines <span style="float: right;">Find   View All   F</span></p> <p>PO Unit: 17300      PO No.: 0000000015      PO Date: 07/16/2010</p> <p>Vendor ID: 0000160772      CARTRIDGE KING OF KANSAS INC</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Line Number</th> <th>Schedule Number</th> <th>Item ID</th> <th>Description</th> <th>Quantity Vouchered</th> <th>UOM</th> <th>Unit Price</th> <th>Merchandise Amt</th> <th>Currency</th> <th>PO Qty</th> <th>UOM PO</th> <th>PO Price</th> <th>Amount Only</th> <th>Receiving Required</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">1</td> <td></td> <td style="text-align: center;">1 0000000000000000095</td> <td>Printer Cartridge, Reman, HP,</td> <td style="text-align: center;">1.0000</td> <td style="text-align: center;">EA</td> <td style="text-align: right;">54.20000</td> <td style="text-align: right;">54.20</td> <td style="text-align: center;">USD</td> <td style="text-align: center;">1.0000</td> <td style="text-align: center;">EA</td> <td style="text-align: right;">54.20</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </tbody> </table> </div>	Select	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	PO Price	Amount Only	Receiving Required	<input checked="" type="checkbox"/>	1		1 0000000000000000095	Printer Cartridge, Reman, HP,	1.0000	EA	54.20000	54.20	USD	1.0000	EA	54.20	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Select	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	PO Price	Amount Only	Receiving Required																	
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Step	Action																																				
5	<p data-bbox="321 132 716 170">Example of multiple lines area</p> <div data-bbox="326 205 1458 661"> <p data-bbox="332 222 467 247"><b>Copy Worksheet</b></p> <p data-bbox="332 254 552 273">Unit: 17300 Voucher: NEXT <a href="#">Back to Invoice</a></p> <p data-bbox="332 275 446 294">- PO Lookup Criteria</p> <p data-bbox="347 296 881 315">PO Business Unit: 17300 Department of Administration <input type="checkbox"/> View Matched /Cancelled Only</p> <p data-bbox="347 317 797 336">PO Number From: 000000015 PO Number To:</p> <p data-bbox="347 338 797 357">PO Line Number From: PO Line Number To:</p> <p data-bbox="347 359 797 378">*PO Date Option: No Date PO Date:</p> <p data-bbox="347 380 487 399">+ Additional Search Criteria</p> <p data-bbox="332 409 1088 430">Max Rows to Return: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Copy Selected Lines"/> <input type="button" value="Reset"/> <input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All</p> <p data-bbox="332 436 422 455">Select PO Lines <span style="float: right;"><a href="#">Find</a> <a href="#">View All</a> <a href="#">First</a> <a href="#">Last</a></span></p> <p data-bbox="347 457 888 476">PO Unit: 17300 PO No.: 000000015 PO Date: 07/16/2010</p> <p data-bbox="347 478 682 497">Vendor ID: 0000160772 CARTRIDGE KING OF KANSAS INC</p> <table border="1" data-bbox="347 506 1446 583"> <thead> <tr> <th>Select</th> <th>Line Number</th> <th>Schedule Number</th> <th>Item ID</th> <th>Description</th> <th>Quantity Vouchered</th> <th>UOM</th> <th>Unit Price</th> <th>Merchandise Amt</th> <th>Currency</th> <th>PO Qty</th> <th>UOM PO</th> <th>PO Price</th> <th>Amount Only</th> <th>Receiving Required</th> <th>Vendor Item ID</th> <th>Mfg Item ID</th> <th>Contract ID</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>1</td> <td>1</td> <td>0000000000000000095</td> <td>Printer Cartridge, Reman, HP.</td> <td>1.0000</td> <td>EA</td> <td>54.20000</td> <td>54.20</td> <td>USD</td> <td>1.0000</td> <td>EA</td> <td>54.20</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>C7115X-R</td> <td></td> <td>000000000000000000000000033943</td> </tr> </tbody> </table> <p data-bbox="391 590 1027 619"><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All PO Line Count: 2 PO Total: \$105.10</p> </div>	Select	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	PO Price	Amount Only	Receiving Required	Vendor Item ID	Mfg Item ID	Contract ID	<input checked="" type="checkbox"/>	1	1	0000000000000000095	Printer Cartridge, Reman, HP.	1.0000	EA	54.20000	54.20	USD	1.0000	EA	54.20		<input checked="" type="checkbox"/>	C7115X-R		000000000000000000000000033943
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Step	Action
6	<p>Once you click the copy selected lines button, the purchase order lines will be copied into the voucher.</p>  <p>The screenshot displays the SMART system interface. At the top, there are navigation links: Home, Worklist, Add to Favorites, and Sign out. Below this, there are tabs for Invoice Information, Payments, and Voucher Attributes. The Invoice Information section shows Business Unit: 17300, Voucher ID: NEXT, Voucher Style: Regular, Invoice Number: Voucher from PO, Invoice Date: 07/16/2010, and Interfund Status: N/A. A 'Run' button is visible. The 'Copy from a Source Document' section has fields for PO Unit, Purchase Order, and Worksheet Copy Option (set to None). The Vendor section shows Vendor: 0000160772, Name: CARTRIDGE-002, Location: 001, and Address: CARTRIDGE KING OF KANSAS INC, 2109 INDUSTRIAL DR, MOPHERSON, KS 67460-8128. Payment terms are 00 Due Now. The Invoice Lines section shows a table with one line item: Line 1, Quantity 1.0000, UOM EA, Unit Price 54.20000, Extended Amount 54.20. The Distribution Lines section shows a table with columns: Copy Down, Percent, Amount, Quantity, *GL Unit, Dept, Fund, Bud Unit, Program, Account, PC Bus Unit, Project, Activity. The Balancing section shows Invoice Lines 0.000, Misc Charge Amount, Freight Amount, and a Total of 54.20. At the bottom, there are buttons for Save, Notify, and Refresh, and a navigation bar.</p>
7	To copy multiple purchase orders for the same vendor into a voucher, repeat steps 2-4.